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25 November 1957

MEMORANDUM FOR: AD/CR

SUBJECT : Document Division Contribution for Proposed Directives.

1. Proposed statement of policy of concern to Document Division for incorporation in a National Security Council Intelligence Directive on Central Reference:

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"1. The Director of Central Intelligence shall insure coordinated development and implementation of compatible systems for documentation and processing of information within the intelligence community."

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2. Proposed DCID on information processing:

"Pursuant to the provisions of National Security Council Intelligence Directive no. ____ and for the purpose of providing efficient reference services of common concern, the AD/CR shall pursue the following policies and operating procedures:

a. Policy:

- 1) Devise ways and means of utilizing most effectively and most economically the library resources of the IAC community.
- 2) Promote the exchange of useful information concerning the initiation and development of projects and programs which tend to increase the effectiveness of document libraries.
- 3) Assist in the coordination of joint efforts which economize the use of manpower and dollar resources.
- 4) Seek methods for improving the acceptance and use of intelligence libraries and intelligence documentation by personnel concerned with intelligence activities.

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b. Intelligence Subject Code:

Develop and maintain an intelligence subject code for the use of the IAC members.

c. Specialized Indexes:

Coordinate the indexing of finished intelligence studies and intelligence periodicals in such publications as the CIA produced Intelligence Publications Index.

d. Operating Procedure:

An Advisory Committee on Information Processing shall be established to assist the Director of Central Intelligence in the implementation of this directive. It shall be composed of the IAC agencies and other agencies of the Government will be invited to sit with the Committee on matters which concern them."

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Chief, Document Division